

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: ADMINISTRATOR II

Function Code: 0070-095

Position Title: Health Policy Analyst

Date Established: 8/15/88

Position Number: 30318

Date of Last Amendment: 11/21/05

**SCOPE OF WORK:** Manages research and analysis on results/potential impacts of complex federal, state and marketplace actions on the DHHS and State health and social programs, with concentration on the Medicaid program. Participates as the Office of Medicaid Business and Policy (OMBP) representative on the Departmental legislative workgroup and oversees personnel, policy and operations related to such analyses for the Bureau of Health Care Research (BHCR). Coordinates Departmental response to federal and state actions by collaborating with other Departmental units and working with the BHCR Bureau Chief, the Medicaid Director and Office of the Commissioner. Works closely with other BHCR units (Health Statistics and System Research, SCHIP and Economics and Evaluation), in addition to Planning and Policy Analysis staff, when formulating coordinated policy responses for consideration by DHHS senior management. Responsible for routine assignments and day-to-day operations, however, this position responds to many ad hoc requests dependent on the state and federal environment.

### **ACCOUNTABILITIES:**

- Develops Briefing Papers, planning and technical reports, and White Papers for Senior Management used to inform decision-making and policy development in order to ensure coordination of State Medicaid and health and social services programs.
- Performs sophisticated analyses of state and federal policies, regulations and legislation – both proposed and final versions – to assess impact on Departmental programs and initiatives, with emphasis on the Medicaid program.
- Manages and conducts analysis of complex state data, legislation and regulation to assess its impact on the overall NH health care system.
- Drafts and provides input into policy positions for the DHHS Commissioner and OMBP Director (that may be used in their education efforts and negotiations with the Governor and Legislature).
- Advises the Commissioner, OMBP Director and BHCR Bureau Chief on the latest research and policy developments relating to complex health care and social services issues; involves daily monitoring of studies and reports released by governmental and private think tanks.
- Establishes and maintains contacts with counterparts in other state Medicaid agencies and national and state policy organizations in order to efficiently conduct research that answers senior management policy questions.
- Represents the Department on internal and external workgroups and committees working to assess the impact of federal legislation upon the state of New Hampshire, as assigned.
- Develops, and contributes to, written testimony and bills, including preparation of Fiscal Impact Statements, presents testimony, staffs study committees and works to influence and negotiate complex issues with senior management staff.
- Directs a District Council(s) to conduct community-based, strategic health care planning and policy development, that will result in improvement in NH's health care system; conducts meeting planning,

facilitation, team development, makes presentations and conducts community outreach with the Council participants (elected officials, health care providers, consumers, business people and others).

- Provides technical assistance and health care and social service policy and planning expertise to Department staff and external health care organizations and communities.
- Directs special projects for the BHCR Bureau Chief that involve the direction of professional staff, consultants and experts in the field of health policy and health services research; project management includes establishing project objectives, deliverables, timelines and overseeing contractor performance and budgets.
- Conducts fiscal management, including budget development and monitoring for special projects; directs grant development, acceptance and management.

### **MINIMUM QUALIFICATIONS:**

**Education:** Masters Degree from a recognized college or university with major study in planning, economics, government, business administration, law or health professions.

**Experience:** Six years' professional or leadership experience in state or federal government or at a private agency concerned with health and human services planning and policy research activities, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

### **OR**

**Education:** Bachelors degree from a recognized college or university with a major study in planning, economics, government, business administration, law or health professions.

**Experience:** Seven years' professional or leadership experience in state or federal government or at a private agency concerned with health and human services planning and policy research activities, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

**SPECIAL REQUIREMENTS:** This position requires in-state travel, personal computer word processing and spreadsheet manipulation skills and high-level oral and written communication skills; legal background or a law degree helpful in this position.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

### **SIGNATURES:**

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Christine Shannon, Administrator IV, #14772

November 21, 2005

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Christine Shannon, Administrator IV, #14772

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

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Division of Personnel

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Date Approved